



BUILDING PERMIT APPLICATION



This application may be used in any city or county jurisdiction within the counties of:
San Francisco, San Mateo, Santa Clara,
and portions of:
Monterey, Santa Cruz, San Benito, Alameda, and Contra Costa

Date: _____
APPLICATION/PERMIT NUMBER: _____
Plan Check Number: _____
Received By: _____

Please print clearly and fill in all that apply.

PROJECT ADDRESS: _____

☐ PROPERTY OWNER

☐ TENANT

NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE #: _____ FAX#: _____

TENANT COMPANY NAME: _____

Jurisdictions may require written approval from the owner.

☐ ARCHITECT

☐ DESIGNER

☐ ENGINEER

LICENSE / REGISTRATION #: _____

NAME: _____

COMPANY NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE #: _____ FAX#: _____

☐ CONTRACTOR

☐ OWNER-BUILDER

LICENSE# _____ LICENSE CLASS: _____

COMPANY NAME: _____ PHONE #: _____

ADDRESS: _____ FAX#: _____

CITY/STATE/ZIP: _____ CITY BUSINESS LICENSE #: _____

LICENSED CONTRACTORS DECLARATION: I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.
Date: _____ Contractor Signature : _____

OWNER-BUILDER DECLARATION: I hereby affirm under penalty of perjury that I am exempt from the Contractors License Law for the following reason (Sec. 7031.5, Business and Professions Code: Any city or county which requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for such permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors License Law (Chapter 9 commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt therefrom and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500.):

☐ I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (Sec. 7044, Business and Professions Code: The Contractors License Law does not apply to an owner of property who builds or improves thereon, and who does such work himself or herself or through his or her own employees, provided that such improvements are not intended or offered for sale. If however, the building or improvement is sold within one year of completion, the owner-builder will have the burden of proving that he or she did not build or improve for the purpose of sale.)

☐ I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Sec. 7044, Business and Professions Code: The Contractors License Law does not apply to an owner of property who builds or improves thereon, and who contracts for such projects with a contractor(s) licensed pursuant to the Contractors License Law.)

☐ I am exempt under Sec. _____, B.&P.C. for this reason: _____

Date: _____ Owner: _____

WORKERS' COMPENSATION DECLARATION: I hereby affirm under penalty of perjury one of the following declarations:

☐ I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

☐ I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

CARRIER: _____ POLICY# _____

(This section need not be completed if the permit is for one hundred dollars (\$100) or less.)

☐ I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

DATE: _____ APPLICANT: _____

WARNING: Failure to secure workers' compensation coverage is unlawful, and shall subject an employer to criminal penalties and civil fines up to one hundred thousand dollars (\$100,000), in addition to the cost of compensation, damages as provided for in Section 3706 of the Labor Code, interest, and attorney's fees.

CONSTRUCTION LENDING AGENCY:

☐ I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued (Sec. 3097, Civ. C.).

Lender's Name: _____ Lender's Address: _____

☐ I certify that I have read this application and state that the above information is correct. I agree to comply with all city and county ordinances and state laws relating to building construction, and hereby authorize representatives of this county to enter upon the above-mentioned property for inspection purposes.

SIGNATURE OF APPLICANT OR AGENT: _____ DATE: _____

PLEASE PRINT NAME: _____

PERMIT APPLICATION WORKSHEET

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PLEASE PRINT CLEARLY AND FILL IN ALL THAT APPLY.

TYPE OF CONSTRUCTION: _____ OCCUPANCY: _____ ZONE: _____ SPRINKLERS ☐ YES ☐ NO

ASSESSOR'S PARCEL#: _____ MAP: _____ LOT: _____ BLOCK: _____ SUBDIVISION: _____

DESCRIPTION OF WORK: (Please fill-in and mark all that apply)

CONSTRUCTION VALUATION: \$ _____

☐ NONRESIDENTIAL ☐ RESIDENTIAL

- ☐ New Building ☐ Addition ☐ Alteration ☐ Termite/Dry Rot Repair ☐ Demolish
☐ Move Building ☐ Fire Sprinklers ☐ Sign ☐ Foundation Only ☐ Chimney Repair
☐ Tenant Improvement ☐ Swimming Pool/Spa ☐ Fire Repair ☐ Other _____

Description: _____

DESCRIPTION OF BUILDING: (Please fill-in and mark all that apply)

- ☐ Office/Bank/Professional ☐ Single Family ☐ Duplex ☐ Townhouse ☐ Condominium ☐ Apartment Building
☐ Hotel/Motel ☐ Amusement/Recreation ☐ Industrial ☐ Service Station ☐ Medical Building
☐ Restaurant ☐ Accessory Building ☐ Historical ☐ Educational /School
☐ City/County Owned ☐ Church ☐ Store ☐ Other _____

Building Area: _____ Sq.Ft. Building Height: _____ Ft. Stories: _____

EXISTING: FLOOR AREA _____ GARAGE _____ OTHER _____ # UNITS _____

PROPOSED: FLOOR AREA _____ GARAGE _____ OTHER _____ # UNITS _____

Number of Bedrooms: _____ Number of Bathrooms: _____ Total Number of Rooms: _____

Lot Size (Sq.Ft.): _____ Lot Dimension (Front/Side/Rear): _____ / _____ / _____ Coverage %: _____

Setbacks: FRONT: _____ REAR: _____ LEFT: _____ RIGHT: _____

Easements: _____ Flood Zone: _____ ALUC: _____

PROJECT CONTACT PERSON: _____ PHONE #: _____ FAX#: _____

OFFICE USE ONLY

PLAN CHECK? ☐ YES ☐ NO ☐ EXPRESS PLAN CHECK

ROUTE TO: ☐ Residential Building Plan Checker ☐ Commercial Building Plan Checker ☐ Transportation
 ☐ Planning ☐ Engineering ☐ BAAQMD
 ☐ Fire ☐ Water Department ☐ Environmental Health
 ☐ Park & Recreation ☐ Housing ☐ Other: _____
 ☐ Sewer ☐ NPDES
 ☐ Utilities

HAZARDOUS MATERIALS ☐ YES ☐ NO
 PLANNING APPROVAL ☐ YES ☐ NO
 SOILS REPORT REQUIRED ☐ YES ☐ NO
 SEWER FEES REQUIRED ☐ YES ☐ NO
 GRADING PLANS REQUIRED ☐ YES ☐ NO
 OTHER _____

SCHOOL FEES REQUIRED ☐ YES ☐ NO
 TITLE 24 CALCS. REQUIRED ☐ YES ☐ NO
 ENGINEERING CALCS. REQUIRED ☐ YES ☐ NO
 SPECIAL INSPECTION REQUIRED ☐ YES ☐ NO
 NEW CERTIFICATE OF OCCUPANCY ☐ YES ☐ NO

☐ VERIFY WORKERS COMPENSATION EXPIRATION DATE: _____

WORK SHEETS FOR ELECTRICAL, PLUMBING & MECHANICAL

Please indicate in the appropriate box the number of devices, fixtures or pieces of equipment for each type of permit for which you are applying.

ELECTRICAL	NO.		NO.
Switches/Receptacles		Sign Circuits	
Light Fixtures		Subpanel	
Services: Amp		Misc.	
Power Apparatus HP			
Temporary Power			

PLUMBING	NO.		NO.
Building Sewer		Water Heater	
Fixtures		Sprinkler	
Interceptor		Backflow	
Gas Piping		Misc.	
Water Piping			

MECHANICAL	NO.		NO.
Furnace Btu _____		Boiler	
Vent Fan		Air/Handler Cfm	
Exhaust Hood		Absorb System Btu _____	
Evap. Cooler		Duct Piping	
Fuel Pipe		Misc.	

REMARKS:

CITY OF BELMONT



Building Permit Application Checklist

Req. Verified

- ☐ ☐ A completed Permit application
- ☐ ☐ Construction **plans:**
- ☐ ☐ Three (3) complete sets of plans
- ☐ ☐ Five (5) complete sets of plans
- ☐ ☐ Wet-stamped and signed

Each set shall include:

- ☐ ☐ Plot plan
- ☐ ☐ Floor plans
- ☐ ☐ Exterior elevations
- ☐ ☐ Foundation plan
- ☐ ☐ Floor framing plan
- ☐ ☐ Roof framing plan
- ☐ ☐ Section drawings
- ☐ ☐ Title 24 energy documentation
- ☐ ☐ Structural plans and calculations
- ☐ ☐ Sprinkler plans
- ☐ ☐ Other department / agency approvals
- ☐ ☐ School impact fees
- ☐ ☐ Subcontractor business licenses

Additional requirements:

- ☐ ☐ Survey map ☐ ☐ Conditions of approval
- ☐ ☐ Grading plans ☐ ☐ Encroachment permit
- ☐ ☐ Erosion control plans ☐ ☐ Sign approvals
- ☐ ☐ Soils report a: \applicationchecklist 05/14/97 rev. 08/29/02

CITY OF BELMONT
Permit Center
(650) 595-7422

SUBMITTAL REQUIREMENTS FOR A BUILDING PERMIT:
COMMERCIAL OR RESIDENTIAL
NEW BUILDINGS, REMODELS AND ADDITIONS

This is a list of the minimum requirements for a commercial or residential project. In unique situations, additional information may be necessary. Geotechnical and Soils reports are required for new buildings.

1. PERMIT APPLICATION

An application for a building permit can be picked up at the front counter or can be mailed to the applicant on request.

2. PLANS

Five sets of documents are required for all residential and commercial applications, unless otherwise noted on the submittal checklist.

Please note the following:

- A. All sheets of the plans and documents shall include the project address, name of owner, date of the plans, the designer name and site address.
- B. Architectural, structural and/or Civil plans and documents **shall be stamped and "wet signed"** by the appropriate architect/engineer.
- C. Kitchen and bathroom upgrades may be submitted on 8 ½ x 11-inch paper. All other projects require a minimum size paper of 11 x 17-inches.

3. PLOT PLAN

- A. The minimum acceptable scale is 1/8"=1'.
- B. Show North arrow.
- C. Title block.
- D. Tabulate total lot area, net site area, existing and proposed floor area and floor area ratio.
- E. Show existing and proposed contours at 4' intervals.
- F. Show property lines and lot dimensions. NOTE: Back of sidewalk **may not be** property line.
- G. Show all existing and proposed structures and the distances between each including accessory buildings, decks, pools, pool equipment, spas, sheds and detached garages. Clearly distinguish between what is existing and will remain, what is existing and will be removed and what is proposed as new.
- H. Show existing and proposed front, side, and rear setbacks for all floors to the property line to the closest portion of the building.
- I. Show all easements including those for public utilities.
- J. Show driveways and adjacent streets.

- K. Show existing or proposed path of all utilities: electrical, gas, sewer, storm drains, rain water leaders, water etc.
- L. Show areas that are surfaced for parking.
- M. Show the type and location of all trees 6" diameter at breast height (DBH) and larger to be retained or removed and, for commercial, proposed landscaping.

4. FLOOR PLANS

- A. The minimum acceptable scale is 1/4"=1'.
 - B. Include plans for all existing and proposed structures. Clearly distinguish between existing and new construction.
 - C. Show dimensions for all rooms, size / height and indicate their use.
 - D. Show dimensions for all doors and windows and type of door or window; i.e., casement, slider, awning, fixed, sliding glass door, etc.
- Locate all electrical plugs, lights, switches, all plumbing fixtures and heating appliances and registers.

NOTE: All new required garages must be 20' x 20' minimum inside dimension.

5. EXTERIOR ELEVATION DRAWINGS

- A. The minimum acceptable scale is 1/4"=1'.
- B. Show the appearance of all exterior walls, roofs, doors, windows and indicate the materials to be used.
- C. Clearly distinguish between existing and new construction.
- D. Show heights of walls and overall heights of building.
NOTE: There is a 28 foot maximum height limit for residential structures. The height is defined as the vertical distance from finished grade at each point around the perimeter of the building to the uppermost portion of the roof for each respective cross-slope section of the building.
- E. Indicate the roof pitch.
- F. For second-story additions, show elevation drawing of facing wall, including openings of adjacent buildings.

6. FOUNDATION AND FLOOR FRAMING PLANS

- A. The minimum acceptable scale is 1/4"=1'.
- B. Show the foundation layout, location, piers, grade beams, tie-in with existing if proposed, hold downs and strapping.
- C. Show the floor construction including floor framing, size, spacing, reinforcing steel, plywood size and floor covering.
- D. Include calculations for any manufactured floor truss system.
- E. Show separate floor framing for all stories.
- F. Include calculations for engineered beams.
- G. Show how loads will be transferred to the foundation system.

7. ROOF FRAMING PLANS

- A. The minimum acceptable scale is 1/4"=1'.

- B. Show ridges, hips, valleys, joists, skylights and the size and spacing of the structural members.
- C. Show the roof pitch. Roof pitch less than 3 in 12 requires a membrane roof system.
- D. Include the listing number (i.e. ICBO number) for any skylight.
- E. Truss plans and calculations can be deferred if indicated on the plans.

8. **SECTION DRAWINGS**

- A. The minimum acceptable scale is 1/4"=1'.
- B. Show framing cross-sections for all altered areas. Show at least two (2) complete detailed cross-sections clearly showing how the building will be constructed.
- C. Show the foundation system, the wall system and the roof system.
- D. Show the construction of the structural members and their connections.

9. **ENERGY COMPLIANCE (TITLE 24) DOCUMENTATION**

- A. Submit energy calculations for all new construction and additions.
- B. Alterations and remodels shall meet the minimum design standard:
Insulation: R-19 for ceilings, R-13 walls and floor
Windows:
Double glazed
- C. Incorporate compliance forms CF-1R and MF-1R into plan pages.
- D. Owner and designer to "wet sign" compliance form.

10. STRUCTURAL PLANS AND CALCULATIONS

- A. Continuous foundations are **required** for 2- and 3-story buildings.
- B. Calculations are necessary for all two-story structures, basements, retaining walls over three (3) feet and any non-standard construction.
- C. Piers supporting 2- or 3-floor loads shall be on continuous foundations or grade beams.

11. SURVEY MAP

- A. A survey map is required for all Building Permit applications where work is proposed outside of the building envelope unless waived. A survey map must be prepared, wet-stamped and signed by a licensed design professional. The survey map must include the following elements:
 - 1) A brief legal description of what is being surveyed to include owner's name & Document Number (for Recorder's indexing) and Subdivision Name, Lot, Block, Vol & Page (if any).
 - 2) Scale: Suitable engineering scale.
 - 3) North Arrow
 - 4) Show the type and location of all trees 6" diameter at breast height (DBH) and larger to be retained or removed and, for commercial, proposed landscaping.
- B. Survey information:
 - 1) "Found Monuments" type, size and tag shown and referenced to recorded map. Use solid symbols for Found Monuments.

- 2) Label "U.O." for Unknown Origin for tagged monuments that have no reference (County Engineer's Assoc.)
- 3) Monuments set: type, size and tag. Use open symbols.
- 4) Widths, types and recording data of all easements that are shown.
- 5) Right of way widths and names of adjacent streets and roads.

12. GRADING AND EROSION CONTROL PLANS

The application for a grading permit must include all the following information unless the **Issuing Authority** finds any item or items unnecessary to comply with the purposes of this chapter:

- A. Information as required on the plot plan
- B. A statement of proposed use of the site to be graded.
- C. A grading plan, prepared and signed by a California registered civil engineer, showing:
 - 1) Limits of the area(s) to be graded and the locations, dimensions, and slopes of cuts and fills.
 - 2) Calculations of cubic yards of excavations and fills.
 - 3) Profiles and cross sections sufficient to show the relationship of existing and proposed structures to existing and proposed contours.
 - 4) Location, size and varieties of trees to be removed.
 - 5) Existing and proposed drainage and detailed plans for any proposed drainage structures.
 - 6) Interim and final plans for erosion control during and after grading including planting, cribbing, terraces, sediment retention structures, and other such means of control incorporating Best Management Practices for erosion control in accordance with Association of Bay Area Governments "Manual of Standards for Erosion and Sediment Control" (1995 or most recent addition).**
- D. Specifications for revegetation of the graded area to control erosion and restore the appearance of the site including:
 - 1) Location, size and variety of plants.
 - 2) Proposed methods of planting and maintenance.
 - 3) Schedule for installation.
- E. The date the proposed grading is expected to start and to be completed; and the schedule for constructing sediment and erosion control structures.
- F. The number, types and sizes of trucks and other equipment to be used for work on the site and for hauling excavated material.
- G. Information necessary to process hauling permits per Chapter 14, Article III, if required.
- H. The location of any temporary storage areas for fill material.
- I. Detailed engineering specifications and drawings of retaining walls, drainage structures or other site improvements as required by the Director of Public Works based on the recommendations of the department staff and/or the city geologist.
- J. Protection plan for **all trees to be retained.**

- K. Topsoil stockpile areas.

13. SOILS REPORT

- A. Required for all new work in the San Juan Hills Area.
- B. A soils report for other work may be required at the discretion of the Building Official.

14. SPECIAL FIRE DEPARTMENT AMENDMENTS

- A. All new RESIDENTIAL or COMMERCIAL structures, 3,000 square feet and larger and two plus story commercial shall be fully fire sprinklered. On all additions, interior alterations or interior repairs over \$1000, the following items will be required. NOTE: Smoke detectors in each bedroom, on each floor and in the hall adjacent to the bedrooms.

15. CONDITIONS OF APPROVAL

Include PLANNING COMMISSION NOTICE OF ACTION letter for all conditions imposed in the approval of a variance, a use permit, a subdivision, or design review.

16. ENCROACHMENT PERMIT

Required for all work performed in the right-of-way.

17. SIGN APPROVALS

- A. All sign design shall be approved by the Planning Department.
- B. Show all locations of proposed signs, both wall mount and free standing.
- C. Show cross-sections detailing installation method and how constructed.
- D. Show electrical schematic of power source and conductors to sign equipment.

18. OTHER DEPARTMENT / AGENCY APPROVALS

- A. Show approvals from Planning Department, South County Fire Department, San Mateo County Environmental Health Department, Bay Area Air Quality Management District, Caltrans, Pacific Gas and Electric, Belmont Engineering Department, N.P.D.E.S. - as required by your project.
- B. For exterior alterations and additions to residential Planned Developments (PD) a Conditional Use Permit is required from the Planning Department.

19. SCHOOL IMPACT FEES

- A. School impact fees must be paid PRIOR to a building permit being issued.
- B. School fees are paid to Sequoia Union High School District, 480 James Avenue, Redwood City, CA 94062-1098 (650) 369-1411, ext. 2290.

20. BUSINESS LICENSES

The "Statement of Contractors" must be completed and all subcontractors must obtain a City of Belmont business license prior to the issuance of a building permit.

Please inquire at the Permit Center if you have any other questions about the submittal requirements for a specific project.

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rev. 08/29/02

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